



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).				
1. Post SAN SALVADOR, EL SALVADOR		2. Agency DOS		3a. Position Number
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade) _____ <input type="checkbox"/> b. New Position _____ <input type="checkbox"/> c. Other (explain) _____				
5. Classification Action		Position Title and Series Code		Grade
a. Post Classification Authority		Contracting Agent FSN-810		FSN-8
b. Other				
c. Proposed by Initiating Office				
6. Post Title Position (If different from official title)		7. Name of Employee		
8. Office/Section MANAGEMENT		a. First Subdivision GENERAL SERVICES OFFICER		
b. Second Subdivision CONTRACTS/PROCUREMENT UNIT		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Signature of Employee Date (mm-dd-yyyy)		10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ Signature of Supervisor Date (mm-dd-yyyy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head Date (mm-dd-yyyy)		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)		
13. Basic Function Of Position Received procurement requests from serviced agencies for the procurement of complex commodities and services, obtains proper approvals and determines appropriate action such as identification of sources and solicitation bids. Analyzes information and prepares recommendation for award based not only on price but such factors as vendor's capability, quality of goods and delivery requirements.				
14. Major Duties and Responsibilities _____ % of Time Under the direction of the Procurement Supervisor, the incumbent is responsible for preparing for the Contracting Officer's signature all non-personal services contracts and modifications necessary to extend or terminate contracts. Prepares cost estimate for budgetary purposes and where monetary limits or other factors are involved, determines what may require special attention from the requirements office, general Services Officers and/or his Supervisor. Prepares bid packages for non-personal services, in consultation with the requirements of agencies/offices, conducts pre-proposals conferences and minutes, attends site visits, solicits quotations, prepares contract documents such as price analysis, award determination memos, notifications to successful and unsuccessful offerors and requests for debriefing for final approval by the Contracting Officer and obtain approval from the Office of the Procurement Executive for actions exceeding the Contracting Warrant limitation. Monitors progress to ensure the fulfillment of (See Addendum 1)				
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Addendum 1

contract requirements directly or through the use of Contracting Officer's Representative (COR). Ensures that contracts and all related documentation are complete and auditable. 70%

Prepares requests for bids or quotations from local vendors based on instructions received from Contracting Officer or Supervisor. 5%

Reviews progress and final payment from all NPSC's, obtains COR approval and prepares and submits to the FMO the voucher for payment. Assuming that all documentation is complete and that files are closed when transactions are completed, informs in writing the FMO to de-obligate excess funds. 10%

Received all incoming correspondence pertaining to NPSC's and composes and types replies in accordance with established precedents or Supervisor's instructions. Reviews documents for typographical accuracy, clearances and proper format. Ensures that various types of action documents are processed in accordance with Department of State guidelines. 10%

The incumbent is responsible for the contract files in accordance with DOS Overseas Contract File Table of Contents and other duties as assigned 5%

15. Qualifications Required For Effective Performance

a. Education

Completion of high school is required.

b. Prior Work Experience

Five years general work experience, with at least three years experience in the procurement field.

c. Post Entry Training

Intensive training in procurement regulations and procedures.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level IV English and level IV Spanish ability.

e. Job Knowledge

Knowledge of USG procurement practices through GSA Federal Supply Schedules, stock catalogs, technical and general catalogs. Knowledge of USG fiscal practices regarding obligations, cash operations, and allotment accounting.

f. Skills and Abilities

Level II (40 wpm) typing. Use of computers and software (e.g. Microsoft Office Pro, Email and Internet) desirable. Strong personal skills to handle frequent contact with Salvadoran and American personnel and U. S. and local vendors/contractors.

16. Position Element

a. Supervision Received

Work assignments and instructions are received directly from the Procurement Supervisor. Such matters as guidance, for the most part is general in nature relating to due dates and similar benchmarks.

b. Supervision Exercised

None.

c. Available Guidelines

Include instructions issued by the General Services Officer and also provided by the Unit's Supervisor, both orally and in writing. A/OPE sample model solicitations in webpage. Uses reference materials such as commercial vendor catalogs. Federal Acquisitions Regulations (FAR), 6 FAM, DOSAR, Overseas Procurement and Contracting Handbook, other Agencies regulations, and GSA catalogs.

d. Exercise of Judgment

The incumbent is expected to exercise initiative and good judgment in carrying out the duties and responsibilities of the position. She/he must also be sensitive to the importance of keeping the Unit Supervisor generally informed regarding her/his work, and specifically, regarding any problem, difficulties or delays that may arise in connection therewith for appropriate attention and guidance.

e. Authority to Make Commitments

Such authority is limited to specific instructions received on a case-by-case basis from the Unit Supervisor or the GSO.

f. Nature, Level, and Purpose of Contacts

These include, but are not limited to, discussion with 1) personnel of agencies/offices generating requirements assigned to the incumbent for processing for the purpose of clarification; 2) local vendors and representatives of third country and U. S. commercial sources for the purpose of ascertaining commodity cost, availability and other pertinent data; and 3) personnel of the Department of State, GSA, and other USG agencies to obtain information needed for processing actions.

g. Time Expected to Reach Full Performance Level

Six months to one year.